

MINUTES OF ITASCA COMMUNITY LIBRARY  
 BOARD OF TRUSTEES MEETING  
 500 W. Irving Park Road  
 Itasca, Illinois  
 May 19, 2020

**ROLL CALL**

President Swanson called the regular meeting of the Board of Trustees of the Itasca Community Library to order at 7:00 p.m.

***Present:***

President, Maxine Swanson (remote), Vice-President, Paul J. Nelson (remote), Treasurer, Kris Kauther (remote), Secretary, Sharon Laughlin (remote)  
 Members: Anne O. Boehne (remote), Michael Golden, Olia Mladenova (remote)

***Also Present:*** Frank Murray, Library Director; Gail Herff, Business Manager

***Absent: None***

**AUDIENCE TO VISITORS:** *None*

Since many of the trustees are attending remotely, Mrs. Swanson asked them to identify themselves by name before they speak, so that everyone would know who was talking.

**SECRETARY'S REPORT**

**1. Approval of the Minutes from April 21, 2020**

Mrs. Laughlin made and Mrs. Mladenova seconded a motion to approve the minutes from the Tuesday, April 21, 2020 meeting, as presented.

The motion carried on the following:

<b>Voice vote:</b>	<b>Ayes: 7</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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**FINANCIAL REPORT**

**1. Approval of Bills Payable**

Mrs. Kauther made and Mrs. Boehne seconded a motion to approve the Bills Payable in the amount of \$ 47,490.76.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 7</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
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- Mrs. Anne Boehne**
- Mr. Michael Golden**
- Mrs. Kris L. Kauther**
- Mrs. Sharon R. Laughlin**
- Mrs. Olia Mladenova**
- Mr. Paul J. Nelson**
- Mrs. Maxine Swanson**

## 2. Treasurer's Report:

None

### **President's Report:**

- Mrs. Swanson thanked Frank for the time he has spent obtaining information from other government entities in town on their plans for trying to provide services to residents. He has done a great job keeping the board informed.
- Mrs. Swanson thanked Mrs. Kauther for compiling information on the director's evaluation.
- Thank you to Jackie for the hard work and guidance she provided to staff in the Youth department. It's great that she was recognized for her efforts!
- Thank you to Frank for coordinating the concert in the library that benefited the Itasca Food Pantry. It raised ~\$1,800!
- She saw the email from the park district that the pool would not be opening this year. The email was very well written.
- She's happy to hear that the library staff are getting together to spend some social time as a group.
- She feels it is very important to get the library open, but we need to make sure that we are able to do that *and* maintain a high level of safety for staff and patrons.
- She really likes the flyer about our curbside and home delivery services.
- She truly appreciates the effort our staff are making to work as a team, even though they aren't together in the building.
- She is happy that library staff will be assisting the park district to place flags around town.

### **Library Director's Report:**

- Staff have been working hard and he's been very impressed by their efforts.
- The attorney has revised the Security Camera policy.
- We are ready to go with our curbside pickup and home delivery services. We worked really hard to develop these procedures. We're excited to have a way to get materials to our patrons.
- Opening the library depends on our ability to get additional PPE and safety supplies. We have hand sanitizer, but we're having difficulty getting wipes and sanitizer spray. We've had some orders out for over 5 weeks and there's still no confirmation on when we will get them. Wipes are especially hard to get.
- Mrs. Kauther asked if we would be able to offer Summer Reading this year. Frank shared that we would be doing it, but it will all be electronic. There is additional information in his and Jackie's reports. Many of the prizes will be gift cards to local business and restaurants to help them.
- Mrs. Boehne asked if we could make our own sanitizer spray. Frank said that it isn't feasible for us to do at this time.
- Mrs. Laughlin asked if we were the only library providing curbside pickup and home delivery services. Frank shared that several local libraries have already started offering these services. Mrs. Laughlin thinks it's really great that we're able to do this and she thinks our patrons will appreciate it.
- Safety guidelines have been provided to staff in anticipation of our return to work in the building. For example, masks will be required whenever they are in the building. We have bottles of hand sanitizer available for each staff member to use as well as gloves. We have created a self-assessment checklist for staff to evaluate how they feel before they come to work. We want to avoid a situation where someone reports to work when they aren't feeling well. It's important that everyone is protected and feels safe.

- SWAN has been very helpful and supportive throughout our closure. They have a software program called Curbside Communicator that will help us to communicate with patrons via text message when they arrive to pick up their materials.
- Mrs. Swanson asked if we will be allowing materials to be returned to the book drop. Frank confirmed that we are opening the book drop and that will be the only way we will be accepting returns indefinitely. This is to ensure a contactless return process.
- Our reopening plan is evolving and as we enter each new phase, he will make sure to obtain board approval.
- The Adult and Youth departments have done an excellent job researching new resources for services that we can provide to our patrons. There is a plethora of programs available for children and adults. Our digital library card stats keep going up. Patron Services continues to work on updating protocols for our delivery services, finding resources for safety supplies and creating flyers.
- We're moving forward with the bollard project. There will be 3 of them to block access to the front doors. There shouldn't be any worries about a car getting through after they are installed.
- The bank said that we are allowed to have an unlimited number of check signers, so we can add more if the need arises.
- The roof was repaired the day before the big storm. We didn't have any issues with water leaking.
- Thank you for the feedback you provided in the evaluation. He appreciates the time and effort that everyone put into it.
- The Trustee COVID training was very informative. When it is available On Demand, he will send the link out to everyone.

## **OLD BUSINESS**

*None*

## **NEW BUSINESS**

Mrs. Laughlin made and Mr. Golden seconded a motion to approve the Security Camera Policy.

The motion carried on the following:

<b>Roll Call Vote:</b>	<b>Ayes: 7</b>	<b>Nays: 0</b>	<b>Motion Passed</b>
<b>Mrs. Anne Boehne</b>			
<b>Mr. Michael Golden</b>			
<b>Mrs. Kris L. Kauther</b>			
<b>Mrs. Sharon R. Laughlin</b>			
<b>Mrs. Olia Mladenova</b>			
<b>Mr. Paul J. Nelson</b>			
<b>Mrs. Maxine Swanson</b>			

Mrs. Boehne made and Mrs. Kauther seconded a motion to approve the curbside pickup and home delivery, as Essential Governmental Functions, beginning June 1, 2020 and related staff preparations beginning May 26, 2020 consistent with the Re-Opening Plan.

The motion carried on the following:

**Roll Call Vote:**

**Ayes: 7**

**Nays: 0**

**Motion Passed**

**Mrs. Anne Boehne  
Mr. Michael Golden  
Mrs. Kris L. Kauther  
Mrs. Sharon R. Laughlin  
Mrs. Olia Mladenova  
Mr. Paul J. Nelson  
Mrs. Maxine Swanson**

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

With no further business before the Board, Mrs. Kauther made and Mr. Golden seconded a motion to adjourn.

The motion carried on the following:

**Voice Vote:**

**Ayes: 7**

**Nays: 0**

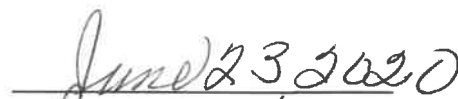
**Motion passed**

The meeting adjourned at 7:39 p.m.

Minutes were written by Gail Herff.

I hereby note these minutes are approved.

  
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Sharon Laughlin, Secretary

  
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Date